

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 23F1TC

9 SEPTEMBER 2004

Manpower Standard

**COMBAT READINESS TRAINING CENTER
TRANSIENT AIRCRAFT MAINTENANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the NGB PDC WWW site at:
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OPR: ANG/XPME (Maj B. Cotton)
Supersedes ANGMS 2252PC, 1 Jun 95
ANGMS 2252GP 2 Jun 95
ANGMS 2252SV, 2 Jun 95
ANGMS 2252VF, 2 Jun 95

Certified by: ANG/CS (Col S. Wassermann)
Pages: 22
Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Transient Aircraft Maintenance function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force and ANG directives contain policy and procedural guidance for the operation of the CRTC Transient Aircraft Maintenance function. This standard applies to the Alpena, Gulfport, Savannah and Volk Field CRTCs and is applicable to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) -Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/ Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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1. STANDARD DATA.

1.1. Approval Date: 9 September 2004

1.2. Man-hour Data Sources: The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Man-hour Equation:

$$1.3.1. Y = 156.4 + 6.672X.$$

1.3.2. Upper and Lower Extrapolation Limits:

$$1.3.2.1. Y_U = 599.25.$$

$$1.3.2.2. Y_L = 253.34.$$

1.4. Workload Factor.

1.4.1. Title: A Transient Aircraft Turned.

1.4.2. Definition: The average monthly number of transient aircraft turned.

1.4.3. Source: The CRTC Monthly Utilization Report maintained by ANG/C4R.

1.4.4. Points of Contact.

1.4.4.1. Functional: Mr Pat Welch, ANG/C4R

1.4.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS.

2.1. Step 1. Apply the man-hour equation in Paragraph 1.3., above, to determine required man-hours.

2.2. Step 2. Divide the resulting man-hours by the appropriate Man-hour Availability Factor (MAF) times the overload factor. The answer will quantify the required fractional manpower. Round the fractional manpower up to the next whole number.

2.3. Step 3. Manpower Table. Use the Manpower Table at Attachment 3 to determine required Air Force Specialty Codes (AFSC).

2.4. No other application instructions apply.

3 STATEMENT OF CONDITIONS. The normal hours of operation for this work center are eight hours per day, five days per week. Because of extensive deployed unit-in-training support, hours of operations for this work center are frequently extended both in hours of operation and

number of days per week. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

AFMS 00AA, *Standard Indirect Allowed Man-hours*

ANGI 21-101, *Aerospace Equipment Maintenance Management*.

TO 00-20-5, *Aerospace Vehicle Inspection and Documentation*.

Abbreviations and Acronyms

ABSS - Automated Business Service System

AFMS - Air Force Manpower Standard

AFOSI - Air Force Office of Special Investigation

AFSC - Air Force Specialty Code

AGE - Aerospace Ground Equipment

AGR - Active Guard/Reserve

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

ATOMS - Automated Technical Order Management System

CRTC - Combat Readiness Training Center

DoD - Department of Defense

FAX - Facsimile

FOD - Foreign Object Damage

IAW - In Accordance With

IMPAC - Government Purchase Card

JSF - Joint Strike Fighter

MEP - Management Engineering Program

NDI - Nondestructive Inspection

NIRTS - Numerical Index and Requirement Table

NGB - National Guard Bureau

RA - Resource Advisor

SAV - Staff Assistance Visit

SCBA - Self-Contained Breathing Apparatus

SOAP - Spectrometric Oil Analysis Program

TDY - Temporary Duty

TO - Technical Order

TODO - Technical Order Distribution Office

TOPR - Task Order Proposal Request

USAF - United States Air Force

VCO - Vehicle Control Officer

WCD - Work Center Description

WLF - Workload Factor

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Historical Record. Documented past work performance of the work center.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Operational Audit. A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

Technical Estimate. A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

Work Center Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2**WORK CENTER DESCRIPTION
COMBAT READINESS TRAINING CENTER (CRTC)
TRANSIENT AIRCRAFT MAINTENANCE****A2.1. DIRECT.****A2.1.1. MAINTENANCE MANAGEMENT.****A2.1.1.1. ADMINISTERS PERSONNEL:**

A2.1.1.1.1. HIRES EMPLOYEE. Develops position description, develops job analysis work sheet, submits request for hire, reviews personnel data, interviews applicant, and finalizes selection.

A2.1.1.1.2. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

A2.1.1.1.3. RATES PERFORMANCE:

A2.1.1.1.3.1. DRAFTS AND COMPLETES PERFORMANCE REPORT. Drafts and finalizes National Guard Bureau (NGB) 26, *Air National Guard (ANG) Active Duty Performance Rating*.

A2.1.1.1.3.2. CONDUCTS MANDATORY COUNSELING SESSION.

A2.1.1.1.3.3. INDORSES PERFORMANCE REPORT. Reviews completed NGB 26 and indorses.

A2.1.1.1.3.4. PREPARES/MAINTAINS MILITARY ACTIVE GUARD/RESERVE (AGR) RECORD. Prepares/maintains AGR personnel record folder in accordance with (IAW) regulation.

A2.1.1.1.3.5. REVIEWS MILITARY AGR RECORD. Reviews AGR personnel record folder IAW regulation.

A2.1.1.1.3.6. PREPARES MILITARY/STATE AWARD OR DECORATION NOMINATION. Reviews and returns award or decoration submission consideration letter, reviews report of individual personnel, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

A2.1.1.1.3.7. ASSISTS IN PLAN DEVELOPMENT. Assists in plan development; reviews, revises, and maintains applicable plan, agreement, and/or annex to plan.

A2.1.1.1.3.8. INITIATES PROMOTION. Mentors personnel in preparation for promotion. Prepares documents for the deputy and Commander to recommend for promotion.

A2.1.1.2. SUPERVISES AND COORDINATES DAILY OPERATION OF THE TRANSIENT ALERT, AEROSPACE GROUND EQUIPMENT (AGE), AND MUNITIONS FUNCTIONS:

A2.1.1.2.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares work schedule information for sections to develop work schedules.

A2.1.1.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:

A2.1.1.2.2.1. DEVELOPS REGULATION, OPERATIONAL INSTRUCTION, OR SUPPLEMENT. Researches applicable document, develops and coordinates draft, and proofreads the final copy.

A2.1.1.2.2.2. DEVELOPS PLAN, PROGRAMMING PLAN, PROGRAM DIRECTIVE, OR PROGRAM GUIDANCE LETTER. Researches applicable document, develops draft, coordinates draft, proofreads, and signs final copy.

A2.1.1.2.2.3. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, proofreads, and signs final copy.

A2.1.1.2.3. DIRECTS WORK CENTER ACTIVITY:

A2.1.1.2.3.1. INSPECTS WORK IN PROGRESS. Inspects and reviews subordinate's work and travels to and from subordinate's work area.

A2.1.1.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor, other unit, or agency on work center or personnel status, makes associated telephone call, and performs travel.

A2.1.1.2.3.3. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual or work center activity.

A2.1.1.2.4. COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and improvement. Counsels and assists individuals with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

A2.1.1.2.5. REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and necessary action and marks for routing.

A2.1.1.2.6. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy and signs.

- A2.1.1.2.7. **REVIEWS REPORT AND STATISTICAL DATA.** Reviews information contained in report and statistical data for impact on work center status and to identify possible trends requiring management action.
- A2.1.1.2.8. **PREPARES ROUTINE CORRESPONDENCE.** Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.
- A2.1.1.2.9. **PROVIDES GUIDANCE AND DIRECTION TO FUNCTIONAL AREA SUPERVISOR.**
- A2.1.1.2.10. **MANAGES WORKDAY AND PERSONNEL ISSUE.**
- A2.1.1.2.11. **INTERPRETS POLICY AND REGULATION FOR FUNCTIONAL SUPERVISOR.**
- A2.1.1.2.12. **ASSISTS FUNCTIONAL SUPERVISOR IN PLANNING TEMPORARY DUTY (TDY) TRAVEL AND SCHOOLS FOR THEIR PERSONNEL.**
- A2.1.1.2.13. **PROVIDES MENTORING TO SUBORDINATE AND ASSISTS IN THEIR TRAINING.** Assists personnel in solving problem and overcoming obstacle.
- A2.1.1.2.14. **RECEIVES AND ASSISTS VISITING OFFICIAL.** Receives official visitor, answers inquiry, and assists as required to facilitate the accomplishment of their mission.
- A2.1.1.2.15. **COORDINATES WITH OUTSIDE AGENCY.** Coordinates with outside agency as necessary. Coordinates with NGB and state headquarters personnel to work maintenance issues. Corresponds with NGB through phone, e-mail, personal visits and regular mail. Works manpower, Air Expeditionary Force taskings, workdays, transportation, funding and hiring issues.
- A2.1.1.2.16. **MONITORS TRAINING.** Directs the planning, review, and determination of training. Monitors training status and makes decision related to training management.
- A2.1.1.2.17. **PREPARES FOR INSPECTION.** Assists functional area in preparing for inspection (Unit Compliance Inspection; Environmental Compliance, Assessment, and Management Program, etc.). Obtains latest copies of checklists and other documents to assist the section in their preparation. Provides staff assistance visit to section.
- A2.1.1.2.18. **DEVELOPS SELF-INSPECTION CHECKLIST.** Researches applicable document, develops draft, coordinates draft, proofreads, and signs final copy.
- A2.1.1.3. **MANAGES FUNDS:**

A2.1.1.3.1. ASSISTS IN BUDGET PREPARATION. Provides guidance and assistance to the Group Commander in preparation of budget submission including requirement for funds, supplies, personnel, equipment, and/or facilities.

A2.1.1.3.1.1. Develops budget estimate. Prepares budget input by researching, evaluating, coordinating, and drafting estimate; forwards estimate to unit resource advisor, and answers follow-on inquiry on estimate.

A2.1.1.3.1.1.1. DEVELOPS ANNUAL BUDGET ESTIMATE.

A2.1.1.3.1.1.2. DEVELOPS QUARTERLY BUDGET UPDATE ESTIMATE.

A2.1.1.3.1.1.3. MONITORS COST CENTER SPENDING TREND. Acts as Resource Advisor for Maintenance Sections.

A2.1.1.3.1.1.4. ASSISTS GROUP COMMANDER IN PREPARATION OF GROUP BUDGET SUBMISSION.

A2.1.1.3.2. TRACKS FUNDS EXPENDED. Tracks funds expended for each area and approves the transfer of money between Supply and Department of Defense (DoD) Government Purchase Card (IMPAC) account as needed.

A2.1.1.3.3. ATTENDS FUNDS WORKING GROUP AND BASE FUNDS MANAGEMENT BOARD MEETING. Presents and defends additional/unfunded requirement. Presents unfunded requirement to base working group.

A2.1.1.3.4. PERFORMS AS CERTIFYING OFFICIAL. Reviews and approves payment voucher for base vendor payment.

A2.1.1.3.4.1. VERIFIES PAYMENT VOUCHER AND VENDOR INVOICE. Ensures payment is proper and valid.

A2.1.1.3.4.2. CERTIFIES PAYMENT WITH AUTHORIZED OFFICIAL STAMP AND SIGNATURE.

A2.1.1.3.5. PERFORMS AS AUTOMATED BUSINESS SERVICE SYSTEM (ABSS) RESOURCE ADVISOR (RA):

A2.1.1.3.5.1. RECEIVES/REVIEWS NOTIFICATION OF ACTIVE TRANSACTION IN ABSS.

A2.1.1.3.5.2. LOGS INTO SYSTEM AND QUERIES TO FIND THE TRANSACTION.

A2.1.1.3.5.3. REVIEWS TRANSACTION DOCUMENT FOR PROPER PROCEDURES, FUNDING, AND AUTHORIZED ACTION. Transaction documents include AF IMT 9, *Request for Purchase*, and AF IMT 4009,

Government Purchase Card Fund Cite Authorization; DD Form 448, Military Interdepartmental Purchase Request; and Journal Voucher.

A2.1.1.3.5.4. APPROVES AND CERTIFIES DOCUMENT PRIOR TO SENDING TO NEXT HIGHER LEVEL.

A2.1.1.3.6. ACTS AS APPROVAL OFFICIAL FOR GOVERNMENT PURCHASE CARDHOLDER:

A2.1.1.3.6.1. ASSISTS IN TRAINING FUNCTIONAL AREA CARDHOLDER ON PROPER USE OF CARD.

A2.1.1.3.6.2. REVIEWS MONTHLY PURCHASES MADE BY CARDHOLDER TO ENSURE PROPER PROCEDURES WERE USED.

A2.1.1.3.6.3. RESOLVES DISCREPANCY BETWEEN CARDHOLDER AND VENDOR.

A2.1.1.3.6.4. RECONCILES VENDOR INVOICE AND BANK REPORT.

A2.1.1.3.7. OBTAINS SUPPLIES/EQUIPMENT. Researches item sources and contacts vendor, purchases item by phone, in person, or over the Internet. Receives and distributes item and obtains vendor invoice. Tracks all expenditures with spreadsheet.

A2.1.1.4. CONDUCTS/ATTENDS MEETING. Includes, but is not limited to, Base Enlisted Council.

A2.1.1.4.1. PREPARES FOR MEETING. Gathers information, organizes material, prepares chart or slide, practices presentation, and travels to meeting place.

A2.1.1.4.2. CONDUCTS OR ATTENDS MEETING. Conducts or attends meeting and returns to work area.

A2.1.1.4.3. PREPARES/PRESENTS BRIEFING. Prepares/presents briefing at Commander's Call.

A2.1.1.5. SUPPORTS VISITING UNIT:

A2.1.1.5.1. ASSISTS WITH SITE SURVEY. Escorts visiting maintenance personnel during site survey visit.

A2.1.1.5.2. COORDINATES WITH UNIT. Coordinates with unit's maintenance personnel prior to arrival.

A2.1.1.5.3. PROVIDES DEPLOYMENT SUPPORT:

A2.1.1.5.3.1. PROVIDES INBRIEFING. Performs initial inbriefing of maintenance facilities and procedures.

A2.1.1.5.3.2. PROVIDES ASSISTANCE. Assists visiting unit as required.

A2.1.1.5.4. PROVIDES OUTBRIEFING. Conducts maintenance outbriefing to outline the closeout procedures prior to transferring, to discuss any problems encountered, and suggest any improvement to the facilities and/or procedures.

A2.1.1.6. PARTICIPATES IN PREPARATION OF BASE MASTER PLAN:

A2.1.1.6.1. ASSISTS CRTC STAFF WITH LONG-RANGE PLANNING. Performs as committee member for planning future facilities and missions for 25-year plan.

A2.1.1.6.2. PARTICIPATES IN PLANNING AND PROGRAMMING FOR FACILITY IMPROVEMENT. Participates in planning of projects and funds to keep facilities such as runway, taxiway, apron pavement, and buildings in good condition to support the CRTC mission.

A2.1.1.7. MANAGES SPECIAL PROJECT:

A2.1.1.7.1. PLANS PROJECT:

A2.1.1.7.1.1. ORGANIZES, COORDINATES AND PLANS PROCESS ACTION TEAM AND WORKING GROUP TO WORK BASE ISSUE, PROBLEM OR INITIATIVE.

A2.1.1.7.1.2. CONDUCTS MEETING. Conducts team session, maintains contact with team member, writes and distributes record of meeting.

A2.1.7.1.3. WRITES STATUS REPORT OF PROJECT AND MAKES PRESENTATION TO HIGHER AUTHORITY.

A2.1.1.7.2. PLANS, ORGANIZES, AND EXECUTES SPECIAL PROJECT (E.G., VIP VISIT) FOR THE BASE:

A2.1.1.7.2.1. SETS UP TRANSPORTATION REQUIREMENT.

A2.1.1.7.2.2. ESTABLISHES AGENDA.

A2.1.1.7.2.3. CONSTRUCTS PRESENTATION AND BRIEFING.

A2.1.1.7.2.4. ORGANIZES PERSONNEL TO ASSIST AS REQUIRED.

A2.1.1.8. OVERSEES CRTC MAINTENANCE SAFETY PROGRAM.

A2.1.1.9. ENSURES COMPLIANCE WITH FOREIGN OBJECT DAMAGE (FOD) PROGRAM.

A2.1.2. AIRCRAFT SUPPORT.

A2.1.2.1. PROVIDES TRANSIENT AIRCRAFT SUPPORT:

A2.1.2.1.1. PARKS TRANSIENT AIRCRAFT. Directs transient aircraft to parking area; installs chock, safety ground wire, control lock, ladder, step, loading stand, tail stand, and other devices utilized to secure aircraft; positions fire extinguisher by transient aircraft. Prepares power unit and other AGE as required. Debriefs aircrew; obtains key or combination to aircraft left overnight in case entry must be obtained; determines service or maintenance requirement; obtains aircraft form; and completes debriefing form if maintenance is required. Pins ejection seats and safes aircraft according to applicable technical order or as the aircraft commander directs.

A2.1.2.1.2. ASSISTS IN ON-/OFF-LOADING. Assists in on-/off-loading of crew, cargo, and/or passenger. Uses pickup, stake bed truck, forklift, K-loader, air stairs and flatbed semi-trailer to upload and download cargo/passengers. Provides advice to visiting unit Aerial Port personnel on Aerial Port issues.

A2.1.2.1.3. SERVICES TRANSIENT AIRCRAFT:

A2.1.2.1.3.1. PERFORMS TRANSIENT AIRCRAFT SERVICE. Services transient aircraft with jet fuel, oil, gaseous and/or liquid oxygen, low pressure nitrogen and air, and hydraulic fluid IAW checklist and applicable directive. Takes spectrometric oil analysis program (SOAP) sample and delivers to SOAP laboratory. Documents all service performed on transient aircraft; and cleans work area associated with servicing of transient aircraft.

A2.1.2.1.3.2. MONITORS THE SERVICING OF TRANSIENT AIRCRAFT. Monitors the servicing of transient aircraft with jet fuel IAW checklist and applicable directives.

A2.1.2.1.3.3. MAINTAINS AIRCRAFT MAINTENANCE TO LIBRARY. Maintains TO library/digital library, posts changes and updates, and inspects IAW TO 00-20-5, *Aerospace Vehicle Inspection and Documentation*.

A2.1.2.1.4. PERFORMS INSPECTION. Performs inspection on transient aircraft as required for preflight, through-flight, or basic post-flight, and performs special inspection as directed. Positions AGE, tools, and parts. Services AGE and performs serviceability checks on AGE prior to use. Performs annual/semiannual inspection, troubleshooting, and maintenance on liquid oxygen cart's cryogenics (tank, piping, valves, safety devices, etc.). Performs engine intake inspection as required by Air National Guard Instruction (ANGI) 21-101, *Aerospace Equipment Maintenance Management*. Checks engine chip detectors as required by applicable aircraft TO. Performs other inspections as required by aircraft TO.

A2.1.2.1.5. ASSISTS SPECIALIST DURING INSPECTION/MAINTENANCE. Assists in inspection and maintenance on transient aircraft as required for preflight, through-flight, basic post-flight and special inspection as directed. Positions AGE, tools, parts, and organizational equipment.

A2.1.2.1.6. PERFORMS REQUIRED MAINTENANCE. Obtains part as required, positions AGE, tools, parts, and organizational equipment; performs repair,

adjustment, removal, replacement, lubrication, and minor cleaning within work center's capability; and documents all inspection and maintenance performed on transient aircraft.

A2.1.2.1.7. **CLEANS WORK AREA.** Cleans work area associated with transient aircraft maintenance. Cleans any fuel spills or other type spills from transient aircraft and properly disposes of the spill cleanup mats, etc. Follows federal and state hazardous materials disposal regulations.

A2.1.2.1.8. **COORDINATES WITH VISITING UNIT.** Coordinates with visiting unit on aircraft parking plans and maintenance procedures.

A2.1.2.1.9. **LAUNCHES TRANSIENT AIRCRAFT.** Removes and stows aircraft covers, duct plug, tail stand, steps, loading stand, ladder, control lock, and ground wire; installs starter cartridge; charges Joint Strike Fighter (JSF) systems and aircraft systems as required by TO; assists aircrew as required; acts as fire guard during engine start; removes and stows chock, safety pin and lock prior to taxi; performs flight control checks and aircraft system checks as required by aircraft TOs or at the direction of the aircraft commander. Directs transient aircraft out of parking area; cleans work area; repositions fire extinguisher; and repositions/secures AGE as required.

A2.1.2.1.10. **INSTALLS DECELERATION CHUTE.** Exchanges, installs, and replaces deceleration chute for transient aircraft.

A2.1.2.1.11. **RECOVERS DECELERATION CHUTE.** Recovers deceleration chute from runway or taxiway.

A2.1.2.1.12. **DE-ARMS FIGHTER AIRCRAFT FOR SAFETY ON THE RAMP.**

A2.1.2.1.13. **ARMS FIGHTER AIRCRAFT PRIOR TO TAKEOFF.**

A2.1.2.1.14. **PERFORMS END-OF-RUNWAY CHECK.** Performs end-of-runway inspection on fighter aircraft prior to takeoff according to applicable aircraft TO.

A2.1.2.1.15. **CHECKS FOR FOREIGN OBJECT DAMAGE (FOD).** Checks for FOD and picks up chocks, ground wires, ladders and other miscellaneous equipment. Performs duties as FOD noncommissioned officer for the base.

A2.1.2.1.16. **PERFORMS AIRCRAFT DE-ICING:**

A2.1.2.1.16.1. **ACCOMPLISHES MECHANICAL DE-ICING.** Accomplishes mechanical de-icing procedure using appropriate aircraft TO. Operates aircraft de-icer vehicle, console, de-ice nozzle, and boom to de-ice aircraft horizontal and vertical stabilizer, wings, and any other surfaces aircrews need to have de-iced.

A2.1.2.1.16.2. **SERVICES AIRCRAFT DE-ICER VEHICLE.** Completes AF IMT 2005, *Issue/Turn-in Request*, to order de-icing fluid; travels to/from Supply;

loads fluid from barrels into tanks or truck; mixes fluid with water; and checks gas and oil level. Adds solvents to tanks on vehicle when solvent becomes low. Troubleshoots minor electrical problems to include replacing time delay switches, fuses, and other minor electrical parts. Maintains proper fluid levels and tire pressures on vehicle itself.

A2.1.2.1.16.3. ACCOMPLISHES MANUAL DE-ICING PROCEDURE.

Accomplishes de-icing procedure using broom, mop, brush, and de-icing fluid.

A2.1.2.1.17. PERFORMS TRANSIENT AIRCRAFT VEHICLE OPERATIONS.

Performs vehicle control officer (VCO) duties as required by direction of the Chief of Vehicle Maintenance. Performs all vehicle checks required prior to operation, services vehicle, and cleans vehicle when required.

A2.1.2.1.17.1. OPERATES FOLLOW-ME VEHICLE. Meets and leads arrival or departure aircraft to parking area or departure runway when required.

A2.1.2.1.17.2. TOWS TRANSIENT AIRCRAFT. Provides tow team to operate tow vehicle, cockpit brake operator, wing or tail walker and towing supervisor. Maintains yearly proficiency.

A2.1.2.1.17.3. OPERATES PASSENGER LOADING RAMP/AIR STAIRS. Operates loading ramp/air stairs for loading and unloading passengers. Performs operator maintenance and servicing of vehicle and other powered passenger ramps.

A2.1.2.1.17.4. OPERATES SWEEPER.

A2.1.2.2. RESPONDS TO TRANSIENT AIRCRAFT EMERGENCY:

A2.1.2.2.1. RESPONDS TO AIRCRAFT EMERGENCY. Responds to transient aircraft emergency requiring towing aircraft off runway and any actions necessary to return aircraft to designated area.

A2.1.2.2.2. RESPONDS TO WEATHER WARNING. Secures aircraft; turns aircraft in direction of wind; ties down aircraft; and sets parking brake or moves aircraft into hangar for protection.

A2.1.2.3. MAINTAINS SHOP EQUIPMENT:

A2.1.2.3.1. PERFORMS MAINTENANCE. Performs maintenance and repair on shop equipment; obtains part as required; and documents maintenance as required.

A2.1.2.3.1.1. PERFORMS SCHEDULED MAINTENANCE.

A2.1.2.3.1.2. PERFORMS UNSCHEDULED MAINTENANCE.

A2.1.2.3.2. PERFORMS SCHEDULED INSPECTION. Performs scheduled inspection IAW TO specifications.

A2.1.2.4. MAINTAINS NONDESTRUCTIVE INSPECTION (NDI) SOAP LAB:

A2.1.2.4.1. CALIBRATES ANALYSIS MACHINE:

A2.1.2.4.1.1. PERFORMS PERIODIC CALIBRATION. Performs periodic standardization and calibration of oil analysis machine.

A2.1.2.4.1.2. ORDERS STANDARDS AND OTHER CONSUMABLES FOR LAB.

A2.1.2.4.1.3. PERFORMS MONTHLY CALIBRATION. Performs monthly calibration; completes monthly correlation; and submits report.

A2.1.2.4.1.4. REVIEWS LAB REPORT.

A2.1.2.4.2. PERFORMS REPAIR. Performs necessary electrical repair on microprocessor, circuit boards and transformers using technical manuals, electrical manuals, circuit testers, and oscilloscopes.

A2.1.2.4.3. PROVIDES TRAINING. Provides training to visiting units on use of equipment.

A2.1.2.4.4. BURNS OIL SAMPLE. Burns oil sample of transient fighter aircraft and notifies home unit with sample results before aircraft departs.

A2.1.2.4.5. DISPOSES OF OIL WASTE IAW HAZMAT REGULATIONS.

A2.1.2.5. PROVIDES VISITING UNIT SUPPORT:

A2.1.2.5.1. REVIEWS MAINTENANCE REQUIREMENT. Reviews list of required aircraft maintenance support submitted by visiting unit and coordinates with unit as required prior to arrival.

A2.1.2.5.2. PERFORMS SITE SURVEY. Performs site survey with visiting unit personnel. Helps visiting units with their aircraft parking plans.

A2.1.2.5.3. ACCOMPLISHES ARRIVAL INVENTORY. Inventories and checks in the office, repair shop, maintenance workspace and equipment.

A2.1.2.5.4. ACCOMPLISHES DEPARTURE INVENTORY. Inventories and checks in the office, repair shop, maintenance workspace and equipment from the visiting unit.

A2.1.2.5.5. PERFORMS EQUIPMENT SERVICE INSPECTION. Performs service inspection on the maintenance shop equipment turned-in by the visiting unit.

A2.1.2.5.6. PROVIDES TRAINING AND CERTIFICATION. Provides training and certification on forklift, 25K K-loader, tugs and air stair for aircraft/non-aircraft use to other than office personnel.

A2.1.2.5.6.1. PROVIDES FORKLIFT TRAINING AND CERTIFICATION.

A2.1.2.5.6.2. PROVIDES 25K K-LOADER TRAINING AND CERTIFICATION.

A2.1.2.5.6.3. PROVIDES AIRCRAFT TUG (MB2 AND MB4) TRAINING AND CERTIFICATION.

A2.1.2.5.6.4. PROVIDES AIR STAIR TRAINING AND CERTIFICATION.

A2.1.2.5.7. OPERATES AS AIRCRAFT MAINTENANCE CHIEF. Operates as chief of aircraft maintenance to dispatch transient maintenance personnel, requests specialist assistance and coordinates with other base functions.

A2.1.2.5.8. PROVIDES ASSISTANCE. Provides assistance to visiting unit concerning aircraft repair shop and maintenance equipment; provides technical order, special tool, and material upon request. Works any visiting unit maintenance problems and issues involving CRTC specific maintenance restrictions.

A2.1.2.5.9. PROVIDES HYDRAZINE TRAILER AND SUPPLIES. Provides visiting units with the hydrazine response trailer and self-contained breathing apparatus for clean up and containment of hydrazine spills on and off F-16 fighter aircraft. Inventories before and after use by visiting units, and if needed takes self-contained breathing apparatus (SCBA) bottles to be filled with breathing air by CRTC Fire Department or local civilian Fire Department to be filled.

A2.1.2.5.10. MAINTAINS FLIGHTLINE BUILDING. Maintains all assigned flightline buildings for visiting units. Maintenance includes changing light bulbs, providing operational equipment needed for operations, assisting communications in routing phone/FAX lines, and providing paper for printers, and FAX machine.

A2.1.2.6. PERFORMS WINTER OPERATIONS:

A2.1.2.6.1. OPERATES/MAINTAINS SNOWPLOW:

A2.1.2.6.1.1. OPERATES SNOWPLOW. Performs vehicle warm-up procedures applicable to specific vehicle. Operates snowplows to remove snow from runways, taxiways, and aircraft parking ramps. Ensures proper fuel level prior to plow operation.

A2.1.2.6.1.2. PERFORMS OPERATOR MAINTENANCE OF SNOWPLOW. Performs maintenance to include checking and maintaining proper fluid levels, tire pressures, fluid leaks, and lubrication of plow assembly.

A2.1.2.6.2. OPERATES/MAINTAINS SNOW BLOWER:

A2.1.2.6.2.1. OPERATES SNOW BLOWER. Performs vehicle warm-up procedures applicable to specific vehicle. Operates snow blower to remove snow from runways, taxiways, and aircraft parking ramps. Ensures proper fuel level prior to blower operations.

A2.1.2.6.2.2. PERFORMS MINOR MAINTENANCE ON SNOW BLOWER. Performs maintenance to include checking and maintaining proper fluid levels, tire pressures, fluid leaks, and lubrication of blower assembly. Changes impeller drive shaft shear bolts when necessary. Ensures proper adjustment on caster wheels of blower head assembly.

A2.1.2.6.3. PROVIDES TRAINING AND CERTIFICATION ON SNOW REMOVAL EQUIPMENT FOR AIRFIELD SNOW REMOVAL PERSONNEL:

A2.1.2.6.3.1. PROVIDES SNOW PLOW TRAINING AND CERTIFICATION.

A2.1.2.6.3.2. PROVIDES SNOW BLOWER TRAINING AND CERTIFICATION.

A2.1.2.6.3.3. PROVIDES DE-ICER TRUCK TRAINING AND CERTIFICATION.

A2.1.2.7. PERFORMS DROP ZONE (DZ) OPERATIONS. Performs DZ operations to include setting up drop zone markings, getting wind directions and velocity at ground and drop levels, and deploying smoke to assist incoming aircraft for visual citing of DZ. Monitors multiple radio frequencies to provide clear instructions to all involved in drop(s) to ensure safety requirements are met. Recovers sand bundles after being dropped from airplane. Also assists visiting units in proper procedures for local DZ operations and recovery of dropped (actual) equipment.

A2.1.2.8. OPERATES/MAINTAINS AIRCRAFT CRASH RECOVERY TRAILER. Operates the base Crash Recovery Trailer in cases of aircraft in-flight or ground emergencies.

A2.1.2.8.1. MAINTAINS AIRCRAFT CRASH RECOVERY TRAILER. Maintains crash trailer to include periodic/annual inspections of trailer itself and minor maintenance; i.e., repacking wheel bearings, replacing brakes, etc.

A2.1.2.8.2. MAINTAINS AIRCRAFT CRASH RECOVERY EQUIPMENT. Maintains crash equipment, in the trailer, required for aircraft removal from scene. Performs inspections, minor maintenance, and preventive maintenance on the gas generator, aircraft lift bags, aircraft lifting sling, air compressor, and all other associated mechanical/non-mechanical equipment.

A2.1.2.9. PROVIDES ESCORT. Escorts personnel and equipment across runway and taxiway.

A2.1.3. TECHNICAL ORDER DISTRIBUTION OFFICE (TODO). Issues TO to each CRTC account, trains TODO account personnel and surveys each account.

A2.1.3.1. MANAGES TO SUBACCOUNT. Provides service to one or more customer subaccounts.

A2.1.3.1.1. ESTABLISHES RECORD. Establishes record for each sub-account, including a profile for each library custodian, and assigns account number.

A2.1.3.1.2. DESIGNATES ANNUAL REVIEW. Designates a particular month for annual review of each subaccount and notifies customer of scheduled review.

A2.1.3.1.3. PERFORMS REGULAR INSPECTION ON TO ACCOUNT/SUBACCOUNT TO ENSURE REGULATORY COMPLIANCE.

A2.1.3.2. DETERMINES NEW REQUIREMENT AND ORDERS TO. In conjunction with work center supervisor, determines requirement. Performs required transaction.

A2.1.3.2.1. DETERMINES TYPE OF REQUIREMENT. Determines whether requirement is one-time or a recurring requirement, and the quantity for each.

A2.1.3.2.2. CONSOLIDATES REQUIREMENT AND SUBMITS ORDER. Consolidates TO and/or software requirements on a regular basis and creates order. Submits order in the form of a Task Order Proposal Request (TOPR), using file transfer protocol (FTP) application to connect to the Tinker AFB Inter-site Gateway computer system over the Internet. Obtains authorized signature for special request.

A2.1.3.2.3. TRACKS TO. Maintains Automated Technical Order Management System (ATOMS) or similar system for management of the TO system.

A2.1.3.3. RECORDS RECEIPT AND DISTRIBUTION:

A2.1.3.3.1. DOCUMENTS RECEIPT. Documents receipt of TOs and TO increments. Receives, date stamps, inputs into ATOMS, and distributes technical data/software. Reports discrepancies as required.

A2.1.3.3.2. DISTRIBUTES TO. Issues TO to each CRTC account. Distributes TOs in shipment to subaccounts according to requirement, noting any discrepancies or shortages.

A2.1.3.3.3. TAKE APPROPRIATE ACTION TO RECTIFY SHORTAGE.

A2.1.3.3.4. CONDUCTS FORMAL TO TRAINING FOR NEW ACCOUNT/SUBACCOUNT MONITOR.

A2.1.3.4. PERFORMS REPORT AND INVENTORY RECONCILIATION:

- A2.1.3.4.1. **REVIEWS AF TO CATALOG.** Reviews the AF TO Catalog for new and rescinded TOs, updates records and informs subaccounts.
- A2.1.3.4.2. **PERFORMS ANNUAL REVIEW OF AF TO CATALOG.** Reviews the AF TO Catalog annually to ensure the latest increment of TOs required by subaccount is received/ordered.
- A2.1.3.4.3. **REVIEWS NUMERICAL INDEX AND REQUIREMENT TABLE (NIRTS) AND TO REQUISITION STATUS NOTICE TO COMPARE AND UPDATE REQUIREMENTS.**
- A2.1.3.4.4. **GENERATES REPORT.** Generates and sends report to subaccounts periodically for use in inventory and reconciliation.
- A2.1.3.5. **NOTIFIES AFFECTED ACCOUNT UPON RECEIPT OF MESSAGE/SUPPLEMENT AFFECTING SAFETY.**
- A2.1.3.6. **PROVIDES POLICY INTERPRETATION AND PROCEDURAL GUIDANCE TO ACCOUNT/SUBACCOUNT.**
- A2.1.3.7. **MAINTAINS THE CENTRAL TO LIBRARY FOR MAINTENANCE FUNCTION.** Requisitions and files TOs, and maintains library records.
- A2.1.3.8. **PERFORMS TRAVEL.** Travels as necessary to workshop or conference related to TODO duties.

A2.2. INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup. See Air Force Manpower Standard (AFMS) 00AA, *Standard Indirect Allowed Man-hours*.

Attachment 3**MANPOWER TABLE****Table A3.1. Standard Manpower Table.**

Air Force Specialty Title	AFSC	Grade	Manpower Requirement			
Aircraft Manager	2A300	AGR	1	1	1	
Tact Acft Maint Craftsman	2A3X3B	AGR		1	2	3
Total:			2	3	4	

NOTE. AFSCs may be adjusted at the discretion of the CRTC Commander.